



Photo Instructions

STEP ONE - PREPARE

If your image needs to be cropped, please do so before uploading. Crop an image for free using an online photo editor, such as picresize.com, fotor.com or befunky.com.

STEP TWO - UPLOAD OR ADD

Upload an image by selecting 'Add Image' in the tools panel. If you want to replace an existing image, click on it, then select 'Replace Image'.



If your seller has provided any extra objects or images for you to use, click 'Add Image' and you'll see extra items in the popup box.

STEP THREE - ADJUST AND ARRANGE

To resize your image, click and drag any of the corner anchors (gray circles) inward or outward. To rotate your image, hover your cursor over the white circle above it until you see a rotation icon, then click and rotate left or right.



To arrange your photo in front of or behind of certain objects (layers), select it first, then click and drag the highlighted layer in the layers panel (RH side of the page) up or down (up brings in front and down sends behind).



Instructions

Adding photos?
See page 2. 

STEP ONE - EDIT TEXT

Change text by double clicking on a text box. → You can also use the text box in the tools panel (RH side of the page) to edit text. → In the tools panel, you can add text boxes, change font size, color and style. You can also adjust line and letter spacing, plus more!

STEP TWO - SAVE

When finished personalizing, save your design

STEP THREE - DOWNLOAD

You may or may not see all of the options for downloading, depending on the product you have purchased.



Choose Paper Size - Select the paper size. The size of the design will remain the same regardless of the paper size chosen.

Add Bleed & Trim Marks - You can add the bleed (if it is included) and trim marks. The bleed and trim marks allow for easier trimming.

Enable Multiples Per Page - Select 'Print Multiples Per Page If Possible' if you want to print multiple copies of the design onto one page (only applicable if it fits).

Choose Page/Pages to Print - Download individual pages or all pages at once.

Download & Print - After downloading, find the file in your 'Downloads' folder. If printing at home, be sure that the file prints at 100% or 'Actual Size' in the print settings ('Scale to Fit'). If you are printing at a print shop, save the file to a USB flash drive, SD card or email, if available.